

ADMINISTRATIVE - INTERNAL USE ONLY

# SPECIAL BULLETIN

STATINTL

O F F I C E O F T R A I N I N G

TRAINING BULLETIN

19 August 1976

TO: All Training Officers of the Agency

SEMINAR

ON

COMPUTER OUTPUT MICROFILM (COM)

During the past few years there has been a tremendous increase in the use of microfilm as a computer output alternative. This seminar explains the reasons for this and will focus on the COM resources available in CIA. This full day seminar will cover:

I. INTRODUCTION TO COM

- A. Overview of the Technology
- B. Representative Application
- C. Scope of COM Activities in CIA

II. CAPABILITIES OF THE P&PD COM RECORDER (Datagraphix 4561)

- A. Types of Microforms
- B. Reduction Ratios
- C. Output Formatting
- D. Microfiche Titling
- E. Microfiche Indexing
- F. Roll Film Titling and Indexing

III. USING P&PD COM SERVICES

- A. Procedures
- B. From Paper Listings to COM

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- C. From On-Line System to COM
- D. ODP Technote

IV. SYSTEMS CONSIDERATIONS

- A. Advantages and Limitations of COM as an Output Alternative
- B. Combining COM and On-Line
- C. COM Systems Considerations

V. COM APPLICATIONS IN CIA

VI. FUTURE OF COM

- A. Higher Reduction Ratios
- B. Micropublishing
- C. COM Graphics
- D. Color COM
- E. Distributed COM
- F. Computer Input from Microfilm
- G. Future of COM in CIA Depends on the User.

This Seminar is limited to employees having prior experience with micrographic or computer applications. It will be particularly meaningful as a follow-up to the Introduction to Micrographics Seminar. Personnel presently using computer-generated information should explore this alternative to print-outs and on-line terminals.

DATE : 6 October 1976

PLACE : Room 1A07 Headquarters

TIME : 0900 - 1600

REGISTRATION: Enrollment is limited. Submit Form 73, "Request for Internal Training," to ISAS/MPB, Room 815 Ames Building.

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For additional information on course content, call Micrographics Program Branch on extension



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